



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	SENIOR FINANCE OFFICER (ACCOUNTANT)
REPORTING TO:	Finance Manager
CLASSIFICATION:	Category 4 Step (1-3)
SALARY:	\$69,528 - \$78,552 PA + Superannuation + Salary Packaging
EMPLOYMENT TYPE:	Part-time (0.6 FTE) Fixed Term Appointment
NUMBER OF REPORTS:	0

THE ORGANISATION:

The Nossal Institute for Global Health is in the School of Population and Global Health, Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. The vision of the Nossal Institute is to contribute to improving global health through research, education, advocacy and inclusive development practice. It builds on existing world-class expertise within the University of Melbourne and affiliated organisations, and on partnerships with developing countries, to strengthen scholarship, research and academic leadership in global health.

The Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health.

POSITION SUMMARY

Reporting to the Finance Manager the Senior Finance Officer (Accountant) is responsible for ensuring the efficient establishment, implementation and management of financial accounting and other project activities agreed upon within the NIL and more broadly the Nossal Institute for Global Health.

In addition, this role will work closely with the Project and Program team to provide financial support and reporting for international projects, including the preparation of budgets for project proposals.

KEY RESPONSIBILITIES

1. Operational Planning and Support
 - Support Program and Project Managers in the development and review of financial components of Nossal programs, including annual work plans and budgets, contract compliance matters, and sub-contracts with other parties or individuals
 - Ensure financial policies and procedures are documented and current
 - Maintain Finance-related sections of the Staff Manual and update as required
 - Monitor policies of The University of Melbourne for their relevance to NIL's operation and recommend changes to company procedures and policies as required
2. Financial Reporting and Processing
 - Prepare Monthly, Quarterly and Annual financial statements and operating reports
 - Produce AR Invoices and reconcile monthly.
 - Prepare month end journals
 - Maintain Project Contract Register
 - Assist with the annual budgeting process
 - Prepare project acquittals and reports for donors and contract partners
 - Maintain fixed asset register

3. Compliance

- Ensuring compliance with applicable PAYG, GST and FBT requirements and accounting standards for all financial transactions.
- Ensure that appropriate and effective controls and approvals are in place to safeguard the assets and financial position of NIL
- Assist the Finance Manager with audit requirements

SELECTION CRITERIA

Essential:

- Demonstrated and proven experience in a broad based finance/accounting role
- Relevant degree or qualification in finance/accounting preferably CA or CPA qualified or have commenced necessary studies
- Experience in project accounting and reporting;
- Sound working knowledge of management accounting practices and taxation requirements
- Strong analytical and financial reporting skills
- Ability to work independently, and respond to both set tasks and ad hoc requests quickly, logically and with a clear sense of priority
- Strong written and verbal communication skills, especially in conveying financial information and requirements in simple language to non-finance personnel
- High level of computer literacy and competence (Accounting packages, MSWord, Excel).

Desirable:

- Experience in interim and end of year audits
- Experience working in the university and/or not for profit environment.
- Familiarity with International Development project activities and budgeting; and
- Experience using Oracle and its web-based platform, Themis.

ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

DIVERSITY AND INCLUSIVITY STATEMENT

The Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>